

FREQUENTLY ASKED QUESTIONS REPORT FORM & REIMBURSEMENT FORM EASY PROGRAM COMPLIANCE CHECKS

EASY Forms Frequently Asked Questions

- 1. What kind of outlets does the EASY Program focus on?**
EASY focuses on off-premise retailers – locations that sell alcoholic beverages for consumption off site.
- 2. I performed compliance checks on 5 retail outlets, what forms should I submit?**
Complete one Report Form for each retail outlet you checked (total of five in this instance), and then submit only one Reimbursement Form, which can be used for up to 7 different days of checks.
- 3. Should I submit the Reimbursement Forms at the end of the quarter?**
No – submit the reimbursement forms as you incur the expenses.
- 4. Can I get reimbursed for performing compliance checks on bars and restaurants?**
No. The EASY Program only provides reimbursement for compliance checks conducted at off-premise retailers.
- 5. Do I get reimbursed for mileage if I have to travel to remote locations?**
Yes. Mileage is reimbursed at \$0.32 per mile – it is optional to request reimbursement for mileage.
- 6. How long do I have to submit the forms?**
90 days from the date of the compliance check.
- 7. Do I have to submit the Report Form and Reimbursement Form together?**
Yes. You will need to submit the forms together in order for the reimbursement to be processed.
- 8. Where do I send the forms?**
Utah Highway Safety Office, Attn: Helen Knipe, 3888 W 5400 South, Salt Lake City, UT 84118
- 9. How will we receive the reimbursement?**
You will receive a check that will indicate “EASY Compliance Check Reimbursement” on it.
- 10. What if we want the reimbursement directed to someone specific?**
You can indicate this on the reimbursement form or contact Helen Knipe.
- 11. Who can I contact if I need help with the forms or have questions?**
Helen Knipe, Utah Highway Safety Office: (801) 957-8604 or (801) 520-5074
- 12. Will my law enforcement agency be assigned overtime shifts for compliance checks similar to the way DUI overtime shifts are assigned?**
No. Each law enforcement agency will conduct as many compliance checks as possible or as it needs to (up to 4 checks at each retailer for a 12-month period). The reimbursement money is provided on a first come, first served basis.
- 13. Can I get reimbursed for the planning and paper work that are necessary to complete a compliance check?**
Yes – indicate these hours as “Other” on the Reimbursement Form. Briefly explain the activities performed at the bottom of the form.